

**CITY OF LAUDERHILL
CLASS DESCRIPTION, 2013**

POSITION TITLE: HUMAN RESOURCES SPECIALIST

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to provide all services associated with recruiting, hiring, and terminating City employees. Employees in this classification perform administrative support and assist with special projects. Position is responsible for recruiting, testing, interviewing, selecting, and processing new hires. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

Monitors personnel requisitions and budget codes.

Prepares job announcements, monitors revisions, and keeps job descriptions updated.

Advertises vacancies, posts announcements, and logs applications; maintains files of job interest cards.

Assists in entire process of testing including administering written and performance tests.

Processes candidates for physical exams and drug testing; conducting background checks and driving records.

Plans and completes eligibility lists; assigns preference points and monitors lists.

Responds to inquiries on vacancies, eligibility lists, procedures and verification; serves as resource person for other agencies on salary and benefits information.

Monitors new hires, and terminations; prepares periodic personnel status reports.

Maintain personnel files.

Ensures compliance with all federal/state/municipal hiring guidelines.

Assists with special projects as assigned.

Performs administrative support functions as needed.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are logical assignment to the position.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

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Performs routine office functions such as copying, filing, answering phone and using office machines.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree with course work emphasis in Human Resources Management, or Public Administration; supplemented by minimum five (5) years previous experience and/or training or may substitute Bachelor's degree for two (2) years experience and a Master's degree for two (2) additional years of experience; an equivalent combination of education, training, and experience may be considered.

Special Requirement

Valid Florida Driver's License

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes,

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temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

DEPARTMENTAL USE ONLY

Classification: Confidential

Grade: 46

Salary Range: \$44,033 - \$66,816

Date Approved: 1/28/13